

3 December 1916

CENTRAL INTELLIGENCE GROUP

C. I. A. ADMINISTRATIVE [REDACTED]

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ILLEGIB

MEDICAL CARE AND HOSPITALIZATION FOR
INJURIES SUSTAINED IN LINE OF DUTY1. Application:

This instruction is applicable to all civilian employees of the Central Intelligence Group.

2. Authority:

a. All civilian employees of the United States Government who sustain an injury while in the performance of duty are entitled to medical, surgical and hospital service by the Government in accordance with the provisions of the United States Employees Compensation Act of 7 September 1916, as amended.

b. Treatment for such an injury must be obtained from United States Government medical officers and hospitals if practicable; if these are not available, then by physicians and hospitals designated by the Bureau of Employees Compensation, Federal Security Agency.

3. Report of Injury:

a. Any injury sustained by an employee should be reported to his immediate supervisor within 48 hours on Form CA-1, Employee's Notice of Injury, etc., etc. This form, together with the supervisor's report prepared on Form CA-2, Official Superior's Report of Injury, will be submitted to the Office of General Counsel, to be filed for reference in the event of a future claim for benefits.

b. It is important that a report of injury be made in the specified time, inasmuch as failure to do so may result in disallowance of an employee's claim for compensation benefits.

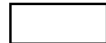
4. Treatment:

a. Any employee who sustains an injury should report to the Emergency Room, 1276 Que Building,

for a preliminary examination and/or first aid treat-

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REMEMBERED PER
CIA GENERAL ORDER

b. If the Que Building Emergency Room is closed, treatment may be obtained at the U. S. Public Health Service Dispensary, Railroad Retirement Building, 4th Street between C and D Streets, S. W., which is open from 8:30 A.M. to 5 P.M., Monday through Friday.

c. In the case of injury at a time when neither the Que Building Emergency Room nor the U. S. Public Health Service Dispensary is open, treatment should be obtained at Providence Hospital, 2nd and D Streets, S. E., Trinidad 2000. Providence Hospital is the only hospital in the District of Columbia designated by the Bureau of Employees' Compensation for treatment of injuries sustained in line of duty, and it should only be used if the two aforementioned medical facilities are closed.

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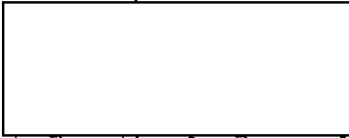
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b. The above-mentioned compensation forms may be obtained from the Office of General Counsel, Administration Building, and said office will act as liaison with the Bureau of Employees' Compensation, Federal Security Agency.

c. If security considerations are involved in an injury or death case, the matter should be referred immediately to the Office of General Counsel. Such office will assist in the preparation and will forward the claim in accordance with special arrangements between OGC and the Bureau of Employees' Compensation whereby such cases may be handled with a high degree of security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

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CENTRAL INTELLIGENCE GROUP

AGENCY

C. I. # ADMINISTRATIVE

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b. The above-mentioned compensation forms may be obtained from the Office of General Counsel, Administration Building, and said office will act as liaison with the Bureau of Employees' Compensation, Federal Security Agency.

c. If security considerations are involved in an injury or death case, the matter should be referred immediately to the Office of General Counsel. Such office will assist in the preparation and will forward the claim in accordance with special arrangements between CIA and the Bureau of Employees' Compensation whereby such cases may be handled with a high degree of security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

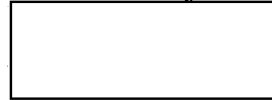


Deputy Executive for Personnel
and Administration

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TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)



STATINTL

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
✓ EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			Feb 12/47
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION	✓		
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS:

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

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CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
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FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	X		
ADVISORY COUNCIL			
X EXECUTIVE FOR PERSONNEL & ADMINISTRATION		W.H.H. R.E.P.	11/29/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

___ APPROVAL ___ INFORMATION ___ DIRECT REPLY
 ___ ACTION ___ RETURN ___ COMMENT
 ___ RECOMMENDATION ___ PREPARATION OF REPLY ___ FILE
 ___ SIGNATURE ___ CONCURRENCE ___ DISPATCH

REMARKS: The Executive for Personnel and Administration concurs in the attached proposed Admin. Order, Subject: "Medical Care and Hospitalization for Injuries Sustained in Line of Duty". Request your approval.

TOP SECRET SECRET CONFIDENTIAL ^{WHH}RESTRICTED UNCLASSIFIED

26 November 1946

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Order Concerning Medical Care and Hospitalization

Enclosure: a. Proposed Administrative Order Concerning Medical Care and Hospitalization Available For Civilian Employees

1. Enclosed is a proposed Administrative Order setting forth medical care and hospitalization available for civilian employees who are injured while in the performance of their duties. The procedures to be followed are set forth in detail.

2. Reference is made to the memorandum to this office dated 20 November 1946, signed by [redacted] returning the draft of this Order. [redacted] suggestion that the Order should include a provision for illness as well as injury or death was discussed by the undersigned with [redacted]. It was explained that the Compensation Act, as worded, covers only injury or death. By interpretation, the term "injury" includes illness contracted as a result of overseas service where the illness could be considered an occupational hazard. On the basis of this explanation, [redacted] agreed that it was not necessary to include provision for illness in this Order.

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3. In view of the numerous locations at which civilian employees could report in the United States for medical treatment, such places are not listed in the Order. However, you will note that paragraph 4 d provides that civilian employees who are injured in the performance of duty while in the United States but away from Washington, D. C. should secure treatment at the nearest facility. The employee in such a case should immediately notify his superior in Washington, who would contact this office. Arrangements could be made with the Bureau of Employees' Compensation to place the injured employee in a Government hospital or a private hospital designated by the Bureau.

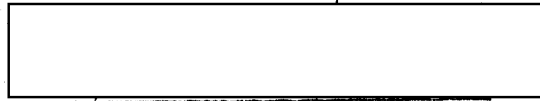
RESTRICTED

Executive for P & A

-2-

26 November 1946

4. In the opinion of this office, the proposed Order is ready to be published. Since the SO Directive on this subject and other related SO Directives refer to this Order, it would be helpful if the proposed Order could be issued at an early date. A tentative classification of RESTRICTED was placed on this Order. If it is felt that no classification is required, this office will have no objection.



JOHN S. WARNER
Assistant General Counsel

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RECEIVED
NOV 27 1946

December
8 November 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

MEDICAL CARE AND HOSPITALIZATION FOR
INJURIES SUSTAINED IN LINE OF DUTY

25X1A

1. Application:

This instruction is applicable to all civilian employees of the Central Intelligence Group.

2. Authority:

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b. Treatment for such an injury must be obtained from United States Government medical officers and hospitals if practicable; if these are not available, then by physicians and hospitals designated by the Bureau of Employees Compensation, Federal Security Agency.

3. Report of Injury:

a. Any injury sustained by an employee should be reported to his immediate supervisor within 48 hours on Form CA-1, Employee's Notice of Injury, etc., etc. This form, together with the supervisor's report prepared on Form CA-2, Official Superior's Report of Injury, will be submitted to the Office of General Counsel, to be filed for reference in the event of a future claim for benefits.

b. It is important that a report of injury be made in the specified time, inasmuch as failure to do so may result in disallowance of an employee's claim for compensation benefits.

4. Treatment:

a. Any employee who sustains an injury should report to the Emergency Room, 1276 Que Building, for a preliminary examination and/or first aid treatment.

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b. If the Que Building Emergency Room is closed, treatment may be obtained at the U. S. Public Health Service Dispensary, Railroad Retirement Building, 4th Street between C and D Streets, S. W., which is open from 8:30 A.M. to 5 P.M., Monday through Friday.

c. In the case of injury at a time when neither the Que Building Emergency Room nor the U. S. Public Health Service Dispensary is open, treatment should be obtained at Providence Hospital, 2nd and D Streets, S. E., Trinidad 2000. Providence Hospital is the only hospital in the District of Columbia designated by the Bureau of Employees' Compensation for treatment of injuries sustained in line of duty, and it should only be used if the two aforementioned medical facilities are closed.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[Redacted Signature]

Director, CIA
Executive for Personnel
and Administration

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CENTRAL INTELLIGENCE GROUPC. I. G. ADMINISTRATIVE ORDER

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

25X1A

3 December 1976

CENTRAL INTELLIGENCE GROUPC. I. G. ADMINISTRATIVE ORDER

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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050038-8

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